

APPLICATION FOR THE TEACHING INTERN CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT
Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 Telephone: (602) 542-4367

GENERAL INFORMATION

The Teaching Intern certificate entitles the holder to enter into a teaching contract while completing the requirements for an Arizona Provisional Teaching certificate. During the valid period of the Teaching Intern certificate, the holder may teach in a Structured English Immersion (SEI) classroom or in any subject area in which the holder has passed the appropriate Arizona Educator Exams (NES or AEPA). The candidate must have a Bachelor's degree from an accredited institution and be enrolled in an Arizona State Board authorized alternative path to certification program, or an Arizona State Board approved teacher preparation program. The Teaching Intern certificate is valid for one year and may be extended yearly for no more than two consecutive years. An individual is not eligible to hold the certificate more than once in a five-year period.

INSTRUCTIONS

Step 1: Apply for an Arizona Department of Public Safety Identity Verified Prints (AZDPS IVP) fingerprint clearance card. You may order an IVP application packet by calling (602) 223-2279.

Step 2: Pass the required NES or AEPA Subject Knowledge exam in the subject area you will be certified in. A Master's degree in the appropriate subject area may waive the corresponding subject knowledge exam requirement (does not apply to Elementary or Early Childhood certificates). NES/AEPA website: www.aepa.nesinc.com.

Step 3: Complete 3 semester hours or 45 clock hours of state approved SEI endorsement training. You may download a list of State approved SEI endorsement trainers and college courses here: <http://www.azed.gov/english-language-learners/sei/endorsement-training/>.

Step 4: Enroll in an Arizona State Board approved alternative path to certification program or an Arizona State Board approved teacher preparation program in the appropriate certificate area. Contact information for institutions with approved alternative programs may be downloaded here: <http://www.azed.gov/educator-certification/files/2013/10/information-ihealternativepathflyer.pdf?20140909>

Step 5: Submit the following documents:

Checklist:

- ☐ A completed Application for Teaching Intern Certificate.
- ☐ A CHECK OR MONEY ORDER for the amount due, made payable to the Arizona Department of Education (ADE). **Fees are not refundable even if you do not qualify for the certificate(s) or endorsement(s) you apply for.** Fees are: \$60 for the Teaching Intern certificate and \$60 for the Provisional or full SEI endorsement. Additional approved areas are \$60 each. Cash will not be accepted.
- ☐ A photocopy of your valid AZDPS IVP fingerprint clearance card (plastic).
- ☐ If you answer "Yes" to any Criminal History questions, submit a completed [Explanation of Incident form](#).
- ☐ Official transcript(s) documenting a Bachelor's or more advanced degree from an accredited institution. Photocopied or unofficial transcripts will NOT be accepted.
- ☐ A passing score report for the appropriate NES or AEPA Subject Knowledge exam.
- ☐ Official transcript(s) OR Certificate of Training documenting 3 semester hours or 45 clock hours of state approved SEI training to qualify for the Provisional SEI endorsement. An additional \$60 fee is required to add the SEI endorsement (not required if you hold a valid teaching certificate with a valid SEI endorsement).
- ☐ Letter of verification indicating you are enrolled in an Arizona State Board approved alternative path to certification or Arizona State Board approved teacher preparation program. **Letter must be signed by the appropriate designee.** See [list of appropriate institutions](#) for contact information.

Step 6: The Certification Unit will review your application to determine if you meet requirements.

APPLICATION FOR THE TEACHING INTERN CERTIFICATE

ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

Mailing Address: P.O. Box 6490, Phoenix, AZ 85005-6490 Telephone: (602) 542-4367

SECTION 1: PERSONAL INFORMATION (TYPE OR PRINT IN BLUE OR BLACK INK)

Social Security Number - -

Date of Birth: / /

Gender: M/F

Full Legal Name:

Last First Middle

Mailing Address:

Street Number or PO Box City State Zip

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Telephone Number

Email address

Ethnicity: Asian or Pacific Islander Black or African-American (Not Hispanic) Hispanic or Latino
White (Not Hispanic) American Indian or Alaskan Native Other

SECTION 2: CERTIFICATE TYPES AND FEES

TEACHING CERTIFICATES:

Elementary Education, 1-8 \$60 Arts Education, PreK-12 \$60
Additional Approved Area(s): \$60 ea. Select One: Art Dance Dramatic Arts Music
Secondary Education, 6-12 \$60 Early Childhood Education, Birth to Age 8 or
Select Primary Approved Area: \$60 Grade 3 \$60
Additional Approved Area(s): \$60 ea.

SPECIAL EDUCATION CERTIFICATES:

Cross-Categorical, K-12 (ED, LD, ID, O/OHI) \$60 Intellectual Disability, K-12 \$60
Early Childhood, Birth to Age 5 \$60 Orthopedic/Other Health Impairments, K-12 \$60
Emotional Disability, K-12 \$60 Severely and Profoundly Disabled, K-12 \$60
Hearing Impaired, K-12 \$60 Visually Impaired, K-12 \$60
Learning Disability, K-12 \$60

ENDORSEMENTS:

Provisional Structured English Immersion (SEI) \$60 Full Structured English Immersion (SEI) \$60

SECTION 3: CRIMINAL HISTORY - Answer EVERY question, sign and date. Attach Explanation of Incident, if required.

ATTENTION:



If "YES" is indicated for any of the following questions, you must attach an *Explanation of Incident* form to your application before it can be processed. You may download the form at:

<http://www.azed.gov/educator-certification/downloadable-certification-forms/>

ATTENTION:



- | | |
|---|--|
| <p>1. > YES__ NO__ Have you ever had any professional certificate or license, revoked or suspended?</p> <p>3. > YES__ NO__ Have you ever been convicted of any felony offense?</p> <p>5. > (Answer every question.) Have you ever been arrested for any of the following offenses in this state or similar offenses in another jurisdiction?</p> <p>> YES__ NO__ Second-degree murder</p> <p>> YES__ NO__ Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument against a minor under fifteen years of age</p> <p>> YES__ NO__ Sexual assault</p> <p>> YES__ NO__ Molestation of a child</p> <p>> YES__ NO__ Sexual conduct with a minor</p> <p>> YES__ NO__ Commercial sexual exploitation of a minor</p> <p>> YES__ NO__ Sexual exploitation of a minor</p> <p>> YES__ NO__ Child abuse</p> <p>> YES__ NO__ Kidnapping</p> <p>> YES__ NO__ Sexual abuse of a minor</p> <p>> YES__ NO__ Taking a child for the purpose of prostitution as prescribed in section A.R.S. § 13-3206</p> <p>> YES__ NO__ Child prostitution as prescribed in section ARS 13-3212</p> <p>> YES__ NO__ Involving or using minors in drug offenses</p> | <p>2. > YES__ NO__ Have you ever received a reprimand or other disciplinary action involving any professional certification or license?</p> <p>4. > YES__ NO__ Have you ever been arrested for any offense for which you were fingerprinted?</p> <p>5. > (Answer every question.) (continued) Have you ever been arrested for any of the following offenses in this state or similar offenses in another jurisdiction?</p> <p>> YES__ NO__ Continuous sexual abuse of a child</p> <p>> YES__ NO__ Attempted first-degree murder</p> <p>> YES__ NO__ Any other dangerous crime against children as defined in section A.R.S. § 13-604.01</p> <p>> YES__ NO__ Any of the above listed offenses if committed as a reparatory offense as described in A.R.S. 13-1001</p> <p>> YES__ NO__ Any offense causing you to register as a sex offender</p> <p>> YES__ NO__ First-degree murder</p> <p>> YES__ NO__ Armed Robbery</p> <p>> YES__ NO__ Incest</p> <p>> YES__ NO__ Exploitation of minors involving drug offenses</p> <p>> YES__ NO__ Sexual abuse of a vulnerable adult</p> <p>> YES__ NO__ Sexual exploitation of a vulnerable adult</p> <p>> YES__ NO__ Commercial sexual exploitation of a vulnerable adult</p> <p>> YES__ NO__ Abuse of a vulnerable adult</p> <p>> YES__ NO__ Molestation of a vulnerable adult</p> <p>> YES__ NO__ Neglect of a vulnerable adult</p> |
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I understand that pursuant to ARS § 15-534, any person who makes a false statement, representation or certification in any application for certification is guilty of a misdemeanor offense. I swear or affirm that the foregoing information completed by me, or submitted by me for certification purposes is, to the best of my knowledge, true and correct. Furthermore, should any part or all of the information herein provided prove to be false, I recognize that it shall be just cause for revocation, suspension, or other disciplinary action against any certificate issued to me by the Arizona Department of Education.

Applicant's Signature

Date

** REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE. **



Did you:

Checklist:

- ☐ Check all certificate(s) and endorsement(s) you are applying for?
- ☐ Indicate an approved area if applying for a Secondary certificate?
- ☐ Answer all Criminal History questions, sign, and date the application?
- ☐ Include a statement for any “Yes” responses to Criminal History questions?
- ☐ Submit a check or money order for the correct amount?
- ☐ Submit all required documentation?

Mail application and all other materials to:

Arizona Department of Education-Teacher Certification
PO Box 6490
Phoenix, AZ 85005-6490